

**GS-1001                      General Arts and Information Series                      GS-1001**  
**One-Grade Interval Positions**

*Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."*

**GS-1001                      General Arts and Information Series                      GS-1001**  
**Two-Grade Interval Positions**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions." Positions for which individual occupational requirements have been established are identified separately.*

**GS-1001                      International Radio Broadcaster (English)                      GS-1001**  
**United States Information Agency**  
**Bureau of Broadcasting**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—journalism, communications, or other fields related to the position.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that required preparing written reports or analyses in English. Such experience must have demonstrated the ability to analyze data and summarize facts into an organized, concise, and intelligible written product.

*Specialized Experience (for positions above GS-5):* Experience in writing or editing news stories/news analyses, and/or feature stories in English for a recognized news publication such as a daily newspaper or a weekly news magazine; or for a wire service such as AP, UPI, or Reuters; or for broadcast by a radio or television station. Such experience must have clearly demonstrated the ability to (1) understand and write about domestic and international affairs, (2) write for audiences of varying backgrounds and interests, (3) write under deadline pressure, and (4) exercise sound and independent judgment. Experience that demonstrated the ability to write broadcast quality news is also required for newswriter positions. *Writing/editing experience that was not specifically for news reporting/analysis and/or feature stories is not creditable as specialized experience*, although such work may be qualifying as general experience. Examples of work that is not creditable as specialized experience include writing/editing technical or academic papers and reports, preparing promotional copy or press releases, writing/editing works of fiction, or composing corporate or community newsletters.

**TESTING PROVISIONS**

The Bureau of Broadcasting requires all applicants (both for competitive appointment and inservice placement) for newswriter positions at grades GS-12 and below to take and pass a newswriter test. Applicants may also be required to take a voice audition as a condition of employment. Applicants for feature writer positions at grades GS-12 and below may also be required to take and pass a feature writer test.

**GS-1001**

**International Radio Broadcaster (Non-English)  
United States Information Agency  
Bureau of Broadcasting**

**GS-1001**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—journalism, communications, history, economics, political science, international relations, or other fields related to the position.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that required the ability to read English and to speak and understand the appropriate broadcast language. Applicants must be familiar with the American scene, as well as life in the target country.

*Specialized Experience (for positions above GS-5):* Experience in the use of the broadcast language in radio broadcasting, print, TV, or film journalism. Work must have included writing, editing, and/or voicing broadcast material from English into the broadcast language. Examples of qualifying specialized experience include work as a reporter, editor, or news broadcaster for a recognized news publication, such as a daily newspaper or weekly news magazine; or for a wire service such as AP, UPI, or Reuters; or for a radio or television station. This experience must have provided a comprehensive knowledge of the history, customs, and psychology of the target area people, as well as their political, economic, cultural, and social life.

For positions requiring "hard to fill" languages, experience in speaking and/or writing in the broadcast language in any formal employment or academic environment and the ability to read and understand English may be accepted as specialized experience. Examples of work that may have provided the skills and abilities necessary for successful job performance include translator, college or high school language teacher, translator and adapter of English language material into modern broadcast language, or other experience requiring considerable use of both English and the broadcast language.

**TESTING PROVISIONS**

The Bureau of Broadcasting requires all applicants (both for competitive appointment and inservice placement) for positions at grades GS-11 and below to take and pass a handwritten or typewritten translation/adaptation test and voice audition as a condition of employment.

**GS-1008**

**Interior Design Series**

**GS-1008**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—interior design or other field that included or was supplemented by at least 30 semester hours in interior design, interior architecture, or interior environmental design; or passage of the National Council for Interior Design Qualification (NCIDQ ) examination.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that provided a basic knowledge and understanding of interior design and the design process. Experience may have been gained in work such as interior design assistant or technician, architectural drafting, space planning, furniture/furnishings design, or other positions that require the practical application of design principles in a structured design process. The work of craftspersons or hobbyists in the following fields is not qualifying: painting, fiber art, weaving , woodworking, carpet installing, etc.

*Specialized Experience (for positions above GS-5):* Experience that required the performance of work concerned with the design and alteration of interior spaces to meet functional and aesthetic needs such as:

- Identifying, researching, and creatively solving problems pertaining to the function and quality of the interior environment.
- Performing services relative to interior spaces, including programming, design analysis, space planning and aesthetics, using specialized knowledge of interior construction, building systems and components, building codes, equipment, materials, and furnishings.
- Preparing drawings and documents relative to the design of interior spaces in order to enhance and protect the health, safety, and welfare of the public.
- Coordinating and integrating the mechanical, electrical , and structural engineering disciplines within the interior context.
- Managing projects, developing cost estimates, evaluating bid proposals, reviewing construction documents, participating in on-site construction visits, conducting pre- and post-occupancy evaluations, developing standards for efficient space management, etc.

**GS-1010**

**Exhibits Specialist Series**

**GS-1010**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—illustrative design, commercial art, fine arts, industrial design, architecture, drafting, interior design, or other fields related to the position.

Advanced training in a vocational school, technical institute, or art institute above the high school level in one of the fields listed above is creditable as general experience on a month-for-month basis.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that demonstrated the skills and creativity needed to use the tools or equipment associated with the work. Because talent and creative ability are vital to successful work performance, samples of work or other suitable evidence of technical competence may be required. Unpaid experience that is pertinent should be credited based upon its relevance to the work of the particular position to be filled.

Examples of qualifying general experience include: design and construction of exhibits, posters, photographic displays, signs, or displays of art or technical equipment; preparation or mounting of museum specimens; wood carving, sculpting, illustrating, interior or industrial design; or the use of tools and techniques related to carpentry, plastics, sheet metal, electrical or electronics work, machining, painting, molding, or in making machines, apparatus, and instruments.

*Specialized Experience (for positions above GS-5):* Experience in the actual type of work for which application is made. Unpaid experience is creditable, provided the work done was of a quality level and demonstrated the ability required for the position. This includes work in the appropriate field, e.g., design, modelmaking, art, taxidermy, or restoration.

**GS-1015**

**Museum Curator Series**

**GS-1015**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions."*

*Basic Requirements:*

A. Degree: museum work; or in an applicable subject-matter field.

OR

B. Combination of education and experience—courses equivalent to a major, as shown in A above, plus appropriate experience or additional education.

OR

C. Four years of experience that provided knowledge comparable to that normally acquired through the successful completion of the 4-year course of study as shown in A above.

**GS-1016****Museum Specialist and Technician Series****GS-1016***This is an individual qualification standard.***EDUCATION AND EXPERIENCE REQUIREMENTS**

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

<b>GRADE</b>	<b>EXPERIENCE OR EDUCATION</b>	
	<b>General</b>	<b>Specialized</b>
<b>GS-1</b>	None	None
<b>GS-2</b>	3 months	None
<b>GS-3</b>	6 months	None
<b>GS-4</b>	1 year	None
<b>GS-5</b>	None	1 year equivalent to at least GS-4
<b>GS-7</b>	None	1 year equivalent to at least GS-5
<b>GS-9</b>	None	1 year equivalent to at least GS-7
<b>GS-11 and above</b>	None	1 year equivalent to at least next lower grade level in normal line of progression

Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

**EXPERIENCE**

*General Experience (for positions at GS-4 and below):* Experience using the tools, techniques, procedures, or methods related to the operation of a museum or similar collection, or to the handling, storage, care, protection, or recordkeeping of such a collection. Experience may have been gained in a museum, college or university, antique shop, commercial art gallery, or other setting involving work with collections of valuable objects or specimens requiring specialized care and handling. Other types of experience may also be qualifying if appropriate to the position to be filled.

*Specialized Experience (for positions at GS-5 and above):* Experience related to the operation or management of a museum or similar collection of valuable objects. Examples of qualifying specialized experience include collections management, registration, cataloging, research, preservation, restoration, or conservation of collections of museum material, or other experience related to the position to be filled. Most positions require a particular subject-matter specialization, e.g., aeronautics, anthropology, art, geology, history, natural science, technology, biology, or zoology.

OR



## **GS-1016 (Continued)**

### **EDUCATION**

*Undergraduate and Graduate Education:* For GS-3 positions, education may have been in any field of study. For positions at GS-4 and above, related course work is required. Related fields of study include art, history, museum studies, scientific subjects, or other courses related to the position to be filled.

### **TEST REQUIREMENTS**

Refer to Section V of this Manual for information about test requirements.

## **GS-1020**

## **Illustrating Series**

## **GS-1020**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

### **EDUCATION**

*Undergraduate and Graduate Education:* Major study—illustrative design, commercial art, fine arts, industrial design, architecture, drafting, interior design, appropriate history or scientific subjects, visual communication, or other fields related to the position. Some positions may also require subject-matter knowledge of medicine, science, or technical equipment.

Advanced training in a vocational school, technical institute, or art institute above the high school level in one of the fields listed above is creditable as general experience on a month-for-month basis.

OR

### **EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that demonstrated the skills and creativity needed to use the tools or equipment associated with the work. Because talent and creative ability are vital to successful work performance, samples of work or other suitable evidence of technical competence may be required. Unpaid experience that is pertinent should be credited based upon its relevance to the work of the particular position to be filled.

Examples of qualifying general experience include: illustrating, painting, or drawing that required artistic ability and demonstrated the ability to draw, ink, letter, color, or shade illustrations, charts, maps, diagrams, or posters.

*Specialized Experience (for positions above GS-5):* Experience in the actual type of work for which application is made. Unpaid experience is creditable, provided the work done was of a quality level and demonstrated the ability required for the position. This includes preparation of graphic presentations of objects, facts, or ideas requiring the use of art media and artistic ability. Appropriate experience may have been gained working as a commercial artist or illustrator in the fields of public information, advertising, or publishing; or by working with technical or scientific equipment, or entomological, biological, medical, or other similar material.

**GS-1021**

**Office Drafting Series**

**GS-1021**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Technical and Medical Support Positions."*

*Specialized Experience (for positions at GS-4 and above):* At least 6 months of the specialized experience required at GS-4 and above must have been office drafting experience. The remainder of the specialized experience must have been progressively responsible experience in cartographic, architectural, engineering, commercial, or office drafting that demonstrated the ability to perform satisfactorily at the grade level of the position to be filled.

OR

*Education and Training:*

*For GS-3:* Successful completion of 1 year of study that included a course in mathematics, engineering, drafting, art, drawing, illustrating, or computer graphics.

*For GS-4:* Successful completion of 2 years of study with at least 12 semester hours in any combination of courses such as those shown above for GS-3. A minimum of 6 of the 12 semester hours must have been in drafting courses.

*For GS-5:* Successful completion of a full 4-year course of study leading to a bachelor's degree with at least 24 semester hours in subjects such as those shown above for GS-3. A minimum of 12 of the 24 semester hours must have been in drafting courses.

*Samples of Work (Optional):* Applicants for positions at GS-4 and above may be required, at some point during the examining process, to submit at least three and no more than five samples of their own office drafting work that show their skill in graphic presentation.

**GS-1035**

**Public Affairs Series**

**GS-1035**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**GS-1040**

**Language Specialist Series**

**GS-1040**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—the appropriate foreign language from an English-speaking college or university, English from a college or university in the other country, or translating or interpreting where English and the foreign language were prerequisites.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Knowledge of both English and the appropriate foreign language are required. This knowledge may be demonstrated through education, experience, or a combination of the two for entry level positions as listed below:

**English**

- Three years of work experience requiring considerable use of English.
- A full 4-year course in a college or university in any subject where the instruction was primarily in English.
- Experience in speaking English where English was the second language in the high school system of a non-English speaking country.

**Foreign Language**

- Experience in speaking or writing in the language because it was the language (a) in which the applicant was educated (through the high school level), (b) of the household, or (c) in which the applicant worked for a long period of time, including service in the Armed Forces.
- A full 4-year course in an accredited college or university in a country where the foreign language required for the position to be filled is the native language.

*Specialized Experience (for positions above GS-5):* Experience in translating, interpreting, or other work requiring the use of English and the other language; or a combination of work (that required English and the other language) and training at the Defense Language Institute, Foreign Service Institute, or comparable training.

The following are examples of work in the required language that may have provided the required abilities: translator; interpreter; librarian or information specialist required to make abstracts, screen, index, and scan material; intelligence; writer or editor; international organizational work, such as the Peace Corps, World Bank, United Nations, business, or other organizations; or professor, teacher, or instructor work at the high school or college level that required use of the foreign language.

**TESTING PROVISIONS**

Agencies may test applicants for foreign language proficiency on a pass/fail basis prior to appointment. Agencies must document the connection between the level of proficiency required and the duties of the position to be filled. Test material for applicants for the same position or grade level should be equally difficult, and should be selected from typical work-related documents.



**GS-1046**

**Language Clerical Series**

**GS-1046**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."*

**LANGUAGE PROFICIENCY**

Applicants for positions in this series must possess the degree of language proficiency required to perform the work of the position to be filled.

**GS-1051**

**Music Specialist Series**

**GS-1051**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—music.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience such as conducting or directing vocal or instrumental groups; or composing, arranging, orchestrating, or teaching music.

*Specialized Experience (for positions above GS-5):* Experience that demonstrated the ability to:

- Produce, stage, conduct, or direct musical productions, concerts, recitals, festivals, clinics, workshops, or other musical events.
- Instruct or perform in one or more of the musical arts such as (1) composing, arranging, or orchestrating music, (2) interpreting classical, modern, ethnic, or cultural dance forms, (3) choreography and notation, or (4) interpreting vocal or instrumental music.

This ability may have been gained in:

- Planning, staging, conducting, or directing musical productions, concerts, recitals, competitions, festivals, symphonies, operas, choirs, choruses, or pageants for schools, civic or cultural organizations, or professional companies.
- Planning, instructing in, or evaluating a music curriculum for secondary or higher academic levels.

**GS-1054**

**Theater Specialist Series**

**GS-1054**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—drama or theater.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Work such as acting, producing, or directing; technical production work such as scenic, lighting, or costume design; drama coaching or teaching; or theater administration.

*Specialized Experience (for positions above GS-5):* Experience that demonstrated the ability to:

- Produce, stage, or direct theatrical performances or events such as pageants, play festivals, or musicals.
- Instruct in or serve as a specialist in one or more of the theater arts such as (1) direction, (2) technical production such as lighting design and execution, scenic and costume design and construction, and makeup, (3) dance production such as choreography, dance drama, and ritual theater, (4) performance techniques such as acting, dancing, and dramatic pantomime, (5) playwriting, (6) play or music theater production, or (7) theater administration, management, or promotion.

This ability may have been gained in:

- Planning, staging, producing, or directing plays, pageants, festivals, musicals, professional theater companies such as civic repertory, resident community, summer stock, Broadway productions, national touring companies, or regional theater groups.
- Planning, establishing, or evaluating a theater curriculum for secondary or higher academic levels.

**GS-1056**

**Art Specialist Series**

**GS-1056**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—one of the fine or applied arts appropriate to the position.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience teaching art, restoring art objects, or as an artist.

*Specialized Experience (for positions above GS-5):* Experience that demonstrated the ability to:

- Plan, supervise, administer, or carry out an educational, recreational, cultural, or other art program such as art festivals, competitions, or workshops.
- Perform as an artist, or demonstrate the methods and techniques and teach one or more art forms such as graphics, sculpture, pottery and ceramics, or metalwork and jewelry.

This ability may have been gained in:

- Managing, administering, directing, or teaching art methods and techniques of one or more art forms in a community or private art center.
- Planning, establishing, or evaluating an art curriculum at secondary or higher academic levels.

**GS-1060****Photography Series****GS-1060***This is an individual qualification standard.***EDUCATION AND EXPERIENCE REQUIREMENTS**

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

<b>GRADE</b>	<b>EXPERIENCE OR EDUCATION</b>	
	<b>General</b>	<b>Specialized</b>
<b>GS-4</b>	2 years	None
<b>GS-5</b>	3 years, 1 year of which was equivalent to at least GS-4	None
<b>GS-6 and above</b>	None	1 year equivalent to at least next lower grade level in normal line of progression

Equivalent combinations of education and experience are qualifying for grade levels for which both education and experience are acceptable.

**EXPERIENCE**

*General Experience (for positions at GS-5 and below):* Experience in operating camera and/or processing equipment. Such experience may have been gained in (1) operating still cameras, copy cameras, motion picture cameras, video camcorders, or other types of camera equipment that involved arranging lighting and composition, (2) developing and printing film or negatives, or (3) a combination of both.

*Specialized Experience (for positions at GS-6 and above):* Experience in operating standard and specialized camera and film processing equipment related to the position to be filled. Knowledge of the subject-matter being photographed may also be required for some positions. For positions that require a high degree of artistic or creative ability, samples of work or other suitable evidence of technical competence may be required. Unpaid experience that is pertinent should be credited based upon its relevance to the work of the particular position to be filled.

**OR****EDUCATION**

*Education (for positions at GS-5 and below):* Major study—photography, or other fields related to the position.

Training in photography at a vocational school or technical institute above the high school level is creditable as general experience on a month-for-month basis.

**GS-1071**

**Audiovisual Production Series**

**GS-1071**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—photography, radio or television production, motion picture production, or other fields related to the position.

Advanced training in a vocational school, technical institute, or art institute above the high school level in one of the fields listed above is creditable as general experience on a month-for-month basis.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that demonstrated the skills and creativity needed to use the tools or equipment associated with the work. Because talent and creative ability are vital to successful work performance, samples of work or other suitable evidence of technical competence may be required. Unpaid experience that is pertinent should be credited based upon its relevance to the work of the particular position to be filled. To be qualifying, the work must have provided a general knowledge of the fields of radio, movie, television, and/or audio-visual communication.

*Specialized Experience (for positions above GS-5):* Experience in the actual type of work for which application is made. Unpaid experience is creditable, provided the work done was of a quality level and demonstrated the ability required for the position. This includes work directly connected with the production aspects of the field(s) of the position to be filled.

**GS-1082**

**Writing and Editing Series**

**GS-1082**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**GS-1083**

**Technical Writing and Editing Series**

**GS-1083**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Must have included a total of 15 semester hours in an appropriate scientific, technical, or social science field(s), and at least one course above the introductory level in the field(s) covered by the position. For technical manuals and specifications writers or editors, the equivalent of 15 semester hours may have been gained through vocational or educational training above the high school level at a public, private, or Armed Forces school.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that provided an understanding of the basic principles, practices, operations, and specialized vocabulary of the appropriate scientific, technical, or social science field(s), or with equipment or technical systems. The applicant must have acquired the ability to describe information in simple, clear language.

*Specialized Experience (for positions above GS-5):* Experience that required substantial subject-matter or technical knowledge of the field. This experience must have demonstrated the ability to acquire and present technical information through independent reading, interviews with subject-matter specialists, observation of tests and experiments, interpretation of blueprints or diagrams, or other appropriate methods. Such experience may have been acquired as a writer or editor of technical reports, articles, manuals, or specifications.

**GS-1084**

**Visual Information Series**

**GS-1084**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—commercial art, fine arts, art history, industrial design, architecture, drafting, interior design, photography, visual communication, or other fields related to the position. Some positions may also require subject-matter knowledge of medicine, science, or technical equipment.

Advanced training in a vocational school, technical institute, or art institute above the high school level in one of the fields listed above is creditable as general experience on a month-for-month basis.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that demonstrated the skills and creativity needed to use the tools or equipment associated with the work. Because talent and creative ability are vital to successful work performance, samples of work or other suitable evidence of technical competence may be required. Unpaid experience that is pertinent should be credited based upon its relevance to the work of the particular position to be filled. To be qualifying, the work must have involved visual communication of information or the application of the principles of artistic design.

*Specialized Experience (for positions above GS-5):* Experience in the actual type of work for which application is made. Unpaid experience is creditable, provided the work done was of a quality level and demonstrated the ability required for the position. This includes planning the preparation and use of photographs, illustrations, drawings, and other art work, charts, diagrams, dioramas, maps, slides, overlays, and other kinds of visual material for use in communicating information through visual means.

**GS-1087**

**Editorial Assistance Series**

**GS-1087**

*Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."*

**GS-1099**

**Information and Arts Student Trainee Series**

**GS-1099**

*Use the "Group Coverage Qualification Standard for Competitive Service Student Trainee Positions," as appropriate to the appointing authority used.*

**GS-1101**

**General Business and Industry Series  
One-Grade Interval Positions**

**GS-1101**

*Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."*